

INSTRUCTIONS FOR SUBMITTING MEASURE U FUNDING ALLOCATION

REQUIRES SPECIAL EVENT PERMIT	DOES NOT REQUIRE SPECIAL EVENT PERMIT
PRIOR TO EVENT/PROGRAM	
1) Applicant receives email from Town of Mammoth Lakes with instructions for submitting a funding allocation awarded from the 2015 MLR Interim Funding Cycle. Town either schedules meeting with applicant or moves to Step 2.	1) Applicant receives email from Town of Mammoth Lakes with instructions for submitting a funding allocation awarded from the 2015 MLR Interim Funding Cycle. Town either schedules meeting with applicant or moves to Step 2.
2) Applicant receives letter of agreement from the Town of Mammoth Lakes. Applicant must sign and submit required documentation no later than 60 days prior to event or program. The letter of agreement is specific for each organization and category of allocation (direct funding/direct+match/direct+repayment).	2) Applicant receives letter of agreement from the Town of Mammoth Lakes. Applicant must sign and submit required documentation no later than 60 days prior to event or program. The letter of agreement is specific for each organization and category of allocation (direct funding/direct+match/direct+repayment)
3) Applicant submits a Special Event Permit application (Form C) no later than 30 days prior to event. Application MUST include all required documents.	3) Applicant submits invoice to the Town of Mammoth Lakes for the amount of funding awarded to their event/program (Form B: Schedule A)
4) Town reviews permit and notifies applicant whether a meeting is required with staff based on the scope and complexity of the event.	4) Town issues check(s) to applicant based on their specific executed letter of agreement.
5) Town issues Special Event Administrative Permit prior to event.	
6) Upon receipt of Permit, applicant submits invoice to the Town of Mammoth Lakes for the amount of funding awarded to their event or program (Form B: Schedule A).	
7) Town issues check(s) to applicant based on their specific executed letter of agreement.	
DURING EVENT/PROGRAM	
8) Applicant distributes and collects required 50 summer special event surveys (Form G)	
AFTER EVENT/PROGRAM	
9) Applicant completes and submits Form E: Performance Report no later than 30 days after the event/program	5) Applicant completes and submits Form E: Performance Report no later than 30 days after the event/program
10) Applicant completes and submits Form F that includes all applicable receipts as per the letter of agreement.	6) Applicant completes and submits Form F that includes all applicable receipts as per the letter of agreement.
11) Applicant submits required min. 50 summer special event surveys	7) Town sends letter of completion to applicant finalizing funding requirements
12) Town sends letter of completion to applicant finalizing funding requirements	

REFERENCE DOCUMENTS

Form A: Organizations required to submit a Special Event Permit Application
 Form B: Resolution No. 15-05 (schedule A)
 Form C: Special Event Permit Application
 Form D: Special Event Information Guide
 Form E: Performance Report
 Form F: 2015 Measure U Interim Award Expenditure Form
 Form G: Summer Special Event Survey
 Form H: Measure U Ordinance (No. 10-04).